



# Parent Handbook 2019

Taking you step-by-step through starting school

Welcome to  
St Joseph's Catholic  
Primary School



Walking in the footsteps of Jesus, loving and serving together



## Our Head Teacher says...

It's great news that you have chosen our school for your child. Thank you!

### We need some information from you

We need some information from you, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

## Answering your questions

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01666 822331 and we will be happy to help!

### Term dates

On page 15 you will find term dates.

### Welcome

Welcome to St Joseph's Catholic Primary and I look forward to getting to know you and your child.

**Your child's birth certificate/passport must be presented for copying and placing on file at the time of your child's admission to primary education**

All information will be treated as confidential to the school - **PLEASE PRINT CLEARLY**

Child's Legal Surname:	Legal Forename(s):	Boy <input type="checkbox"/> Girl <input type="checkbox"/>
Preferred Surname:	Preferred Forename(s):	
Middle Name:	Date of Birth:	[ ][ ] / [ ][ ] / [ ][ ]
Address:	Position in Family:	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
	Home Telephone No:	
	Post Code:	

**We are required to record the names and addresses of every person who has parental responsibility for the child under the Children Act**

**Parent(s) Legal Guardian(s) with whom the child lives**

Name:	[ ] Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms	Name:	[ ] Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms
Relationship:	[ ] Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian	Relationship:	[ ] Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian
Address:		Address:	
Telephone Numbers:		Telephone Numbers:	
Mobile:		Mobile:	
Work:		Work:	
Date of Birth:	[ ][ ] / [ ][ ] / [ ][ ]	Date of Birth:	[ ][ ] / [ ][ ] / [ ][ ]
National Insurance Number:		National Insurance Number:	
Email:		Email:	

**The school communicates with parents via email so please nominate one for all school communications.**

Email:
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**In case of illness or an accident, the school needs additional emergency contact numbers, if immediate contact cannot be made.**

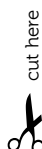
**Other Contacts in Case Of Emergency**

<b>Contact 1</b> Name:	<b>Contact 2</b> Name:
Relationship:	Relationship:
Telephone Numbers:	Telephone Numbers:
Work / Mobile:	Work / Mobile:

**Is the child legally 'In Care'? If YES please provide the following information:**

**Please attach copies of any court orders and any details about others with personal responsibility in case of Emergency.**

Carer's name:	Social Worker's name:
Address:	Address:
Telephone Number:	Telephone Number:



Foster Parents Details if Applicable	
Name:	
Authority:	

Previous School	
Child's previous school or playgroup:	Telephone Number:
Reason for leaving:	

Does your child have a brother or sister in the school? If so please state			
Name:	Class:	Year:	Date of Birth: [ ] [ ] / [ ] [ ] / [ ] [ ]
Name:	Class:	Year:	Date of Birth: [ ] [ ] / [ ] [ ] / [ ] [ ]
Name:	Class:	Year:	Date of Birth: [ ] [ ] / [ ] [ ] / [ ] [ ]
Name:	Class:	Year:	Date of Birth: [ ] [ ] / [ ] [ ] / [ ] [ ]

School Meals (Reception to Year 2 being entitled to the universal free school meals (UIFSM))	
On entry to our school, is your child in Reception/Year 1/Year 2 and therefore eligible for UIFSM?	YES <input type="checkbox"/> NO <input type="checkbox"/>

Dietary Needs
Please state below any special dietary needs your child may have eg: Allergies, vegetarian, no pork, halal etc

Medical Information	
Child's Doctor:	Medical Conditions: Please give the name of any conditions your child suffers from ie. anaphylaxis, asthma, hayfever etc:
Surgery Address:	
Telephone Number:	

Details of Medical Condition
Please provide details below:

Permission to see the Doctor	
I give permission for the school to contact the Doctor if necessary? If you do not tick an option, we will assume consent is given.	YES <input type="checkbox"/> NO <input type="checkbox"/>

## STEP 1: PUPIL ADMISSION FORM

St Joseph's Catholic Primary School

### Travel to School

Please advise us of the main way your child will regularly travel to school: Bus  Walk  Car  Train  (please tick as appropriate)

### Services Children in Education

Are you a Services Family? YES  NO

### Special Needs

Do you consider your child to have a disability? YES  NO

If Yes, please select all that apply from the list below.

A child is considered to have a disability if their parent indicates substantial and/or long term difficulties with one or more of the areas listed below. Please exclude difficulties that you would expect for a child of their age.

- Mobility  Hand Function  Personal Care  Eating and drinking  Medication  Incontinence  Communication  
 Learning  Hearing  Vision  Behaviour  Consciousness e.g. seizures  ASD/Aspergers  Palliative care needs  
 Other Disability/Health problem:

### Medical Clinics

Does your child attend any medical clinics? YES  NO

If Yes, please give details in the box below:

### Ethnicity

The Department for Education (DfE) has asked for the collection of information on ethnicity and first language of all pupils.

White	Asian or Asian British	Black or Black British
<input type="checkbox"/> White British <input type="checkbox"/> White Irish <input type="checkbox"/> White Traveller / Traveller of Irish Origin <input type="checkbox"/> White Turkish / Turkish Cypriot <input type="checkbox"/> White Eastern European <input type="checkbox"/> White Western European <input type="checkbox"/> White Gypsy <input type="checkbox"/> White Roma <input type="checkbox"/> Any other white background	<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Nepalese <input type="checkbox"/> Any other Asian background <b>Mixed</b> <input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Asian <input type="checkbox"/> Any other mixed background	<input type="checkbox"/> Black Caribbean <input type="checkbox"/> Black African <input type="checkbox"/> Any other Black background <b>Other</b> <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Japanese <input type="checkbox"/> Moroccan <input type="checkbox"/> Thai <input type="checkbox"/> Any other ethnic group  <input type="checkbox"/> I do not wish an ethnic background category to be recorded

### If English is an additional language what level do you consider your child to be at

Fluent  Average  Poor  No English Spoken  (please tick as appropriate)

### Child's Country of Birth:

I do not wish a Country of Birth to be recorded.

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RELIGION
<input type="checkbox"/> Anglican <input type="checkbox"/> Baptist <input type="checkbox"/> Buddhist <input type="checkbox"/> Christian <input type="checkbox"/> Church of England <input type="checkbox"/> Hindu <input type="checkbox"/> Jehovah's Witness <input type="checkbox"/> Jewish <input type="checkbox"/> Methodist <input type="checkbox"/> Mormon <input type="checkbox"/> Muslim <input type="checkbox"/> Plymouth Brethren <input type="checkbox"/> Quaker <input type="checkbox"/> Roman Catholic <input type="checkbox"/> Sikh <input type="checkbox"/> United Reform Church <input type="checkbox"/> No Religion <input type="checkbox"/> Other (Please specify):

DATA PROTECTION STATEMENT: The purpose of this form is to collect data for further processing within the school/Local Authority/Health Authority systems. The data will be processed in accordance with the purposes notified by the school/Local Authority/Health Authority to the Data Protection Commissioner's office and are subject to the Data Protection Act. The information given will be entered onto a computer and will form part of the School's database.

Your signature on this form implies your consent for the school/Local Authority/Health Authority to process the data.

Please sign the form in the spaces indicated using your usual signature. Where Father and Mother both have Parental Responsibility, the form must be signed by both parents.	
Signature of Mother/Guardian:	Date: [ ]/[ ]/[ ]
Signature of Father/Guardian:	Date: [ ]/[ ]/[ ]

FOR SCHOOL USE ONLY
Birth certificate/passport copied <input type="checkbox"/>
Start Date [ ]/[ ]/[ ]
New Class:
CTF/Records requested <input type="checkbox"/>



**"I really love the school and I like the way the boys are taught. They are learning how to care for others and discovering more about their religion. I like the fact the teachers can concentrate on each child individually. We have been made to feel welcome by everyone at the school and the other parents. The twins love going to church services with their classmates at school and when we are at church as a family on Sundays they like seeing friends from school there."**  
**Jay Cha and Alex Park live in Malmesbury with their twin sons, Aidan and Brendan, aged seven.**

## How you can help your school and your child - Don't let them miss out on Pupil Premium Funding

If you are receiving qualifying benefits (free school meals), the government will give your school a Pupil Premium of £1,300. But for the school and your child to benefit from this money we need to know that you are receiving a qualifying benefit. If you are, please let us know by completing the form below.

- For your child's school to receive the Pupil Premium you must be in receipt of one of the benefits listed below.
- Use this form if your child attends school within Wiltshire, on a full-time basis.
- We are now able to check entitlement via a secure government website, which links to your benefit providers. However, if the eligibility checking service (ECS) has not been able to verify your entitlement, we will then need to contact you to ask for evidence to show you are currently in receipt of one of the eligible benefits.

I confirm that I am currently in receipt of one, or more, of the benefits below. Please tick the box(es) to indicate which benefit(s) you are currently in receipt of. Without this information we cannot process this claim.

	<b>Income Support</b>
	Income-based <b>Job Seekers Allowance</b> (NOT contribution based JSA)
	Income-related <b>Employment and Support Allowance</b> (NOT contribution based ESA)
	Support under <b>Part VI of the Immigration and Asylum Act 1999</b> - National Asylum Seekers Support (NASS)
	The guarantee element of <b>State Pension Credit</b>
	<b>Child Tax Credit</b> (you must NOT be entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190 (April 2012))
	<b>Working Tax Credit 'run-on'</b> - the payment you receive for a further four weeks after you stop qualifying for Working Tax Credit

If you currently receive Working Tax Credit (other than the 'run-on') you are not eligible to claim. Complete in full even if you are uncertain as to your eligibility, include all information on page 8 overleaf.

Please turn over



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# STEP 2: FREE SCHOOL MEALS

St Joseph's Catholic Primary School

Applicants details (Parent/Carer) please complete all sections as clearly as possible.

Mr/Mrs/Miss/Ms			
Legal First Name			
Legal Surname*			
Address			Post Code
Date of Birth*			Telephone Number
			Mobile Number
National Insurance Number or NASS Number*			
(this can be found on your benefit letter or tax credit notice)			

\* We cannot process your application without these.

Please complete details below for **ALL Infant children** that you wish to claim for in respect of Pupil Premium (they may go to different Wiltshire schools).

Legal First Name	Legal Surname	Date of Birth	Male or Female	School Attended	Your relationship to the child
		[ ]/[ ]/[ ]			
		[ ]/[ ]/[ ]			
		[ ]/[ ]/[ ]			
		[ ]/[ ]/[ ]			

I sign to certify that the information I have given is correct and I understand it is fraudulent to give false information.

I agree that you will use the information provided to assess the eligibility of my child's school to receive Pupil Premium in respect of my child. I understand this information may be shared with organisations you work with to provide services to me.

Signed..... Date [ ]/[ ]/[ ]

The completed form can be returned to your child's school. They will forward it to us on your behalf. If you prefer, you can send it direct to:

Free School Meals, Children's Services, Wiltshire Council, County Hall, Trowbridge, Wiltshire BA14 8JN

(Tel) 01225 713780 (Fax) 01225 713812 (Email) fsm@wiltshire.gov.uk

(Web) www.wiltshire.gov.uk/freeschoolmeals



### Permission slip for local visits.

During the school year we will – on many occasions – need to walk your child to church. We may also make local visits within Malmesbury, often relating to our topics.

If you are happy with your child joining such visits, please complete the form below as soon as possible.

Separate permission slips will be issued, as appropriate, for trips outside of the local area.

I give my permission for my child:

Child's name:

to attend local visits during their primary schooling at St Joseph's. I understand that groups will always be properly supervised and that the correct adult/pupil ratios will be observed at all times.

Signature of Parent/Guardian:

Date: [ ]/[ ]/[ ]

Please print name:

We would also like to use photographs of children for displays within school and on our school website or facebook page as this can be a motivating factor. Sometimes the local media make a request to photograph children when they are covering a school project. We have concerns about pictures and names of children appearing on social media so the following guidelines are being followed for security reasons.

- If a child appears in a photograph on the school website, school facebook page or class dojo then no name will be shown.
- If a child's photograph is displayed in the newspaper, only the first name is given.

### Permission slip for use and storage of photographs within school

In order to be compliant with the change to data protection and the new GDPR legislation, we are asking your permission to use and store photographs of your child as detailed below.

We would advise that all photographs are stored in a secured file on our computer system. Access is limited to class teacher, class teaching assistant and two named admin staff. Photographs will be kept for the duration of time the pupil is at school, for 6 months after leaving. All printed photographs will be shredded and all electronic files deleted.

For more information and to view our associated GDPR documents please click on the link at the bottom of the page on our school website: [www.st-josephs-malmesbury.wilts.sch.uk/gdpr](http://www.st-josephs-malmesbury.wilts.sch.uk/gdpr) or contact the school office.

**Your agreement can be changed at any time, please contact the school office.**

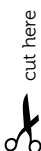
I give / do not give\* permission for my child's photograph to be used on school displays, school website, school facebook page, class dojo or local newspaper.

Signature of Parent/Guardian:

Date: [ ]/[ ]/[ ]

Please print name:

(\* delete as appropriate).



## Agreement / eSafety Rules

- ✓ I will only use ICT in school for school purposes and when supervised by an adult.
- ✓ I will only use my class email address or my own school email address when emailing.
- ✓ I will only open email attachments from people I know, or who my teacher has approved.
- ✓ I will not tell other people my ICT passwords.
- ✓ I will open/change/delete only my own files.
- ✓ I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- ✓ I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this, or unpleasant messages are sent to me, I will tell my teacher immediately.
- ✓ I will not give out my own details, such as my name, phone number or home address.
- ✓ I will never arrange to meet someone.
- ✓ I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- ✓ I will not use Internet chat-rooms in school, which have not been approved by my teacher.
- ✓ I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community.
- ✓ I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my eSafety.

ICT including the internet, email and mobile technologies, etc has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT.

Please read and discuss these eSafety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like some explanation please contact the school.

We have discussed this and

Child's name:
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agrees to follow the eSafety rules and to support the safe use of ICT at St Joseph's Catholic Primary School.

Signature of Parent/Guardian:	Date: [ ] [ ] / [ ] [ ] / [ ] [ ] [ ]
Please print name:	
Class:	

## Permission slip for information and documents shared within school

All information and documents shared in this brochure will be kept in a locked filing cabinet and will be returned to the parent / carer at the time of the pupil leaving the school. Any documentation remaining will be shredded within two weeks of term time, unless lawful reasons prevent doing so, which would be discussed at the time. Access to this information is for key staff members only. Until further instruction, pupil data stored on SIMS will be archived and stored on a password secured site. We are also asking for your consent to use your email address to market the school, ie. weekly newsletter and fundraising activities. **Please confirm your agreement by signing and dating the slip below. Your agreement can be withdrawn at any time, please contact the school office.**

Signature of Parent/Guardian:	Date: [ ] [ ] / [ ] [ ] / [ ] [ ] [ ]
Please print name:	
Class:	

# Key Information

## What are our school times?

**Start of the day:** 8.50am.

**Morning Break:** 10.30am-10.45am.

Lunch time is from 12 noon to 1pm.

**End of Day:** 3.20pm

The school gate is opened at 8.35am and 3.10pm. School gates are locked at 8.50am. Late arrivals must report to reception.

## Wraparound Clubs

### Breakfast and After School Club

KS Childcare offer a wrap-around childcare facility at our school including breakfast, afterschool and holiday clubs. Available from 7.00am-6.00pm daily, but can be tailored to individual needs, (child vouchers accepted). For an informal chat or bookings, please contact KS Childcare directly on: 07733 068519, 07766 016509. ks.childmindingervices@yahoo.co.uk, malmesburychildcare.com.

## Arrivals and departures

### Morning drop-off

Parents and carers are requested to leave their children at the front gate at morning drop-off. This is to encourage children's independence. However, during the first few weeks of school in September, parents and carers may walk their Reception year children down to the class gate at the lower end of the playground.

The Head Teacher (or class teacher in the Head Teacher's absence) will be in the playground at morning drop-off. If parents would like a quick word with the Head Teacher then this is an opportunity to do so, but for a more in-depth conversation please book an appointment.

### After-School Pick-up

Parents and carers need to come into the school playground to collect their children after school. In St Anthony and St Aldhelm classes, the teachers will make sure the children are released from their class only when the parent or carer can be seen. If you are unable to pick your child up from school, please advise us of the name of your responsible adult. If, for some reason, you are late collecting your child, the school will arrange for them to go to the after-school club, however, this is an outside provider who will charge for their services.

## Uniform

At St Joseph's, the school uniform is rigorously applied. Please see the 'School Uniform Policy' for information. Parents whose children attend school in the incorrect clothing will be contacted by the Head Teacher or class teacher. There is a large supply of new/used uniform available, on Wednesdays, please contact the school office. If you have spare uniform you no longer need, please bring it into school as it may be of use to another pupil.

## All items of clothing, including shoes, must be clearly labelled with child's name.

The winter and spring uniform consists of:

- Short or long-sleeved white shirt, to be worn with a tie
- Green jumper or dark green cardigan
- Grey trousers (regular or tailored, not boot-cut or leggings), grey skirt or pinafore dress
- Black, dark green or grey socks or tights
- Black shoes (not boots)

The summer uniform consists of:

- Grey shorts or a green and white striped or green and white checked dress
- Dark or white sandals (socks or tights must be worn)
- Black, dark green or grey tights or black, dark green, grey or white socks

**All** children should have a waterproof coat with a hood in school every day.

**No** children are allowed to wear trainers unless they are taking part in a PE lesson.

### PE kit

For PE all children will need:

- A yellow polo shirt and green shorts with training shoes for outdoor games.
- A tracksuit in the school colour is also required.
- Spare socks should be brought to change into and girls will not be allowed to take part wearing tights.
- For swimming sessions a swimming cap must be worn.
- All pupils will require trainers for PE lessons.

### Book Bags

Children are to bring their book bags into school every day. Parents are reminded to check their child's book bag every day for homework and other communication. Notices and other school communication may also be e-mailed to parents directly.

## Food in school

### School Meals

Our children are busy growing, not just through their learning, but physically too. We know that to perform at their best they need a balanced and nutritious diet. All hot lunches are served in the dining room from 12noon to 12.30pm irrespective of class. Packed lunches are also eaten in the dining room, between 12.30 – 1pm. St Joseph's School cook all meals on site for school lunches.

## Ordering and paying

Parents need to order ALL hot lunches in advance. Payment for lunches for Year 3, 4, 5 and 6 must be in advance with order, unless parents are in receipt of qualifying benefits. Meals for all year groups must be ordered two school weeks in advance.

## Free school meals

Free school meals are available for all children in Reception and Years 1 and 2 (Key Stage 1). To be eligible for free school meals from Year 3 upwards, families need to receive certain benefits. For more information, please contact the school office. All applications are treated confidentially.

## Packed lunch\*

As part of our healthy eating policy, we encourage pupils who eat a packed lunch to make healthy choices. If your child brings a packed lunch to school, it must be in a suitable unbreakable container, clearly labelled with the child's name and class.

## Fruit and drinks

All children in Reception, Year 1 and Year 2 are provided with free fruit every day and so snacks do not need to be provided from home. If your child has a special dietary need or allergies, please inform the school.

## Year 3, Year 4, Year 5 and Year 6

Children in Key Stage 2 may bring a healthy snack\* from home. Please ensure children do not bring in crisps or chocolate bars for snack time.

## Water and milk

We provide all children with fresh water. Children up to the age of five are entitled to free school milk.

## Water bottles

Hydration is important and aids learning and we encourage children to drink water regularly. Parents should send their children to school with a suitable, refillable, water bottle. Drinking water is available in all class rooms. Please label water bottles clearly.

**\*Please note that we are a nut free school: children must not bring any nut related products to school.**



# Frequently Asked Questions

Here are our answers, to what we find, are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

## Attendance and absence

At St Joseph's Catholic Primary School we are committed to promoting excellent levels of attendance and punctuality, enabling our pupils to take full advantage of the educational opportunities available to them. We recognise that positive behaviour and attendance have a significant impact on our children's attainment and the life chances as it maximises their learning opportunities. Our school policy aims to support us all to achieve high levels of attendance and punctuality.

The school is required to provide attendance records to Wiltshire Council. For any absence, parents are required to inform the school **before 8.50am**. Parents can send in a written note, email or telephone explaining the absence. If a child has sickness or diarrhea, parents are requested to keep their child out of school for **48 hours** after the last symptoms. This helps to reduce the spread of 'bugs' throughout the school community.

## Holidays

We do not advocate term time holidays and we expect all holidays, visits to see family etc. to take place during the school closure periods. All school holiday dates are published to parents one year in advance. Parents are notified of TD days as soon as they are known. Parents are also notified, in advance, of proposed dates for School Assessment Testing (SAT's) and they should make every effort to ensure their child attends school during that period.

### Request for absence

With this in mind, the Government and Local Authority have now put in place new procedures regarding absence during term time. A request for leave of absence must be applied for in writing, to the Head Teacher. Holiday requests during term time are not granted apart from very exceptional circumstances. If holidays are taken during term time without permission, this could result in a penalty notice and parents could be fined.

## Religious Education at St Joseph's

The school follows the 'God Matters' scheme of work. This includes teaching about the Catholic Church and other faiths.

## Jewellery and other valuables

Jewellery, including rings, must not be worn to school as nasty accidents can occur. Pupils are allowed to wear one stud 'type' earring in each ear. Other piercings are not allowed, including single ear piercings. Wrist watches may be worn to school but we cannot accept responsibility for their safekeeping. Children are not allowed to use mobile phones in school; allowances are made for older children for the journey to and from school. If your child has long hair, they are required to tie their hair back during school hours. Hair 'ties' should be a plain dark colour in keeping with school colours. Nail varnish, dyed hair or fashion/extreme hairstyles are not permitted.

### Lost Property

The school does **not** have a lost property box. Please ensure all items that come into school are clearly named, so any lost items can be reunited with their 'owner'.

## Sport

### Inter-School Sports

We encourage children to be physically active for sustained periods of time, to lead healthy and active lives and to engage in competitive sports and activities. St Joseph's School participates in and regularly achieves highly in a variety of inter-school sports events, including netball, football, tennis, cricket, rugby, hockey, athletics and cross-country running. So that all pupils develop a healthier and more active lifestyle, we are using our Sports Premium Funding to introduce an exciting and wider range of physical activities to include after-school activities.

We aim to utilise our funding throughout to provide a sport or physical activity to engage and excite all pupils, including the less active. We will be continuing as members of the Malmesbury Sports Cluster and we aim to participate in all festivals, tournaments and any other opportunities that are available to us.

## Music

Music is important to us and we have a part time specialist music teacher. St Joseph's also allows private music tuition to take place during school time and we currently have a teacher for piano.

## Clubs

A variety of after-school clubs are provided – some run throughout the school year, others only for a term. Please see the school newsletter for further details. The school has a number of clubs. These have included:

- Football.
- Netball.
- Jazz Dance.
- Gymnastics.
- Chess.
- Minecraft.
- Art.

## School trips

The children go on a variety of school trips throughout their time at St Joseph's. The school will send a letter to parents either via book bags, or by email with details of the trip and the cost if applicable. Attached to the letter will be a return slip that parents are to sign to authorise attendance. Also, a medical form is attached to the letter which must be completed for **every trip**.

## Seek permission

We will always seek your permission if any activity takes place after school. If we are playing a sport at another venue we will try to arrange transport – but parents may be responsible for organising transport amongst themselves.

## Good Behaviour

St Joseph's School seeks, through its Behaviour Policy to develop an ethos wherein good behaviour and discipline are expected. Good behaviour is recognised through certificates, stickers and awards. Any incidents of poor behaviour are dealt with immediately and appropriate sanctions are put in place.

## Special Educational Needs

At St Joseph's we recognise that all children have individual needs and should, as far as possible, be treated as individuals. All children have the right to an inclusive broad, balanced and relevant curriculum including extra-curricular activities where appropriate and full access to the National Curriculum. We believe in providing every possible opportunity to develop the full potential of all our children, within a supportive, secure and stimulating environment. Staff aim to identify children who require additional special educational needs provision as early as possible, and to organise appropriate programmes of study to match individual learning needs.

### Access

All pupils are admitted to our school in the same way regardless of ability or handicap. The main entrances to the school have disabled access and we have easily accessible disabled toilet facilities.

# Frequently Asked Questions

## Gifted and Talented

We recognise that several of our children are gifted and talented. The school's major form of identification of gifted and talented pupils is through the class teacher via observation of the child or work produced. This may be influenced by the views of parents and of other teachers in the school. As for all children, we aim to provide appropriately challenging activities. Enrichment opportunities are provided within topic work and extra-curricular activities are provided through a wide range of school clubs, residential trips and a variety of musical and sporting opportunities.

## Emergency school closures

We will always endeavour to open the school, but in cases of severe bad weather that may affect access to our essential services, closure may be unavoidable. During severe weather please see the School Website, our Facebook page or class Dojo, for advice on school closures in the case of snow.

### Collecting your child

If school closure is announced during the day due to severe weather conditions, every effort must be made to collect your child as soon as possible. If you personally cannot get to school, or you work out of the local area, please nominate an adult to collect your child in your absence. KS Childcare can also be utilised at short notice. Please make sure that we have at least two current contact numbers, in case we need to contact you urgently.

## Health and welfare

We liaise closely with the school nursing team and Area Health Authority who oversee a wide range of services such as medicals, hearing / vision tests and flu immunisation. The nurses' team is also available for any advice or issues you may want to discuss.

## Medical conditions

Parents need to sign their children out of and back into school, at the school office, if their child needs to attend a medical appointment.

### Medication

The school is not permitted to administer medication unless it is a long term condition that requires prescription drugs. For example: inhalers, epi-pen. All medication permitted to be administered by the school has to be prescribed by a doctor. The medication must be provided in its original packaging with the prescription label attached detailing the dose and frequency allowed. Parents are required to provide a signed letter authorising the school to administer the prescribed medication. Parents are also responsible for ensuring the medication held in school is within date. The school accepts no responsibility for out-of-date prescribed medication. **No other medication should be brought into school by the children, including cough sweets, eye drops, skin cream etc.**

Please inform the school office of any medical changes.

### Sickness

If a child has sickness or diarrhea, parents are requested to keep their child out of school for **48 hours** after the last symptoms. This helps to reduce the spread of 'bugs' throughout the school community.

### Illness/accidents

If your child is ill whilst at school, or involved in an accident, we will attempt to contact you immediately. Parents are required to complete an 'Emergency Contact Information' card at the beginning of each school year. This is to ensure the school has up to date information to contact the appropriate person in an emergency. Parents are required to provide at least two alternative emergency contacts (other than themselves) and provide updates when those contact details change.

### First Aid in school

Any child requiring first aid will be dealt with by a first-aider. An 'accident report form' will be put into your child's book bag if the accident involves a head injury. If the accident is serious, the school will contact parents and/or ambulance service if necessary.

## Working with parents

### Parental involvement

We believe that school is successful when it works in partnership with people and organisations that can enhance the quality of education it provides, and contribute to the progress and success of its pupils. The most important partnership is with parents. Children make maximum progress when home and school work closely together. Reading and homework is an important part of this partnership. It allows the pupil to improve his or her own standards and potential beyond the classroom environment. We provide regular contact through formal and informal means and will contact you if there are any problems. Our policy is to keep an open door for parents at all times but we do encourage parents to book an appointment for a mutually convenient time.

### Classroom Visits by Parents

Parents are invited to visit their child's classroom termly. This is an opportunity for your child to show you what they have been working on in class. It is not the time for a meeting with the teacher. If you would like to speak to the class teacher please arrange a separate appointment.

### Assessment

Every child's progress is regularly assessed and detailed records are maintained. In addition to this Parent/Teacher consultations are held twice a year for you to discuss the progress of your child. Parents are provided with progress reports each term. End of year full reports are issued in July and parents are required

to return the confirmation sheet with any comments. Parents are encouraged to discuss any issues with their class teachers on an ongoing basis.

## Parent Consultations

These occur twice a year, in October/ November and March. These meetings give parents the opportunity to meet with their child's class teacher for a ten minute appointment. It is preferable if you attend without your child or other siblings. Please be aware that appointment times are in the afternoon and early evening. So if you are a working parent or carer, you may need to change your normal working or childcare schedule.

### Communication from school to parents

Most communication from school will either be emailed, in the school newsletter, in pupil's book bags or by class Dojo. Please ensure these are checked regularly and emails checked on a daily basis.

## News

The school sends out a weekly school newsletter. The newsletter can be found on the school website and a link is emailed directly to parents. A copy is also placed on notice boards and a few copies in the school office.

## The Home School Agreement

We believe it is essential to have strong links between home, school and the community. All children, parents and teachers are asked to sign a Home School Agreement that outlines the intentions of all three parties.

## Parents and Friends Association (PFA)

St Joseph's Catholic Primary School has an active Parents and Friends Association (PFA) that supports the Governing Body and school life as a whole. Throughout the year, the PFA organise a range of events for children and adults. Some events are purely social occasions and others have a more serious fundraising element to support the 10% capital funding needed to run the school and purchase items which benefit all the children. All PFA activities are intended to be good fun for all and as such we like to share the workload amongst as many helpers as we can.

The PFA always welcomes new members and we are glad of any help that you wish to offer.

# Staff and Governors

## Staff and Governors

Our current members of staff are:

Mrs Susan Woods – Headteacher  
Mrs Ellie Green – St Anthony Class Teacher  
Mrs Debbie Cambray–Smith – St Anthony Class Teacher  
Miss Rebecca Just – St Aldhelm Class Teacher  
Miss Rachel Soper – St Lawrence Class Teacher and Special Educational Needs Leader  
Mrs Kelly Butt – St Francis Class Teacher  
Mr John Dawson – St Scholastica Class Teacher  
Mrs Alison Smith – St Anthony Class Teaching Assistant  
Mrs Mandy Payne – St Aldhelm Class Teaching Assistant  
Mrs Candy Jones – St Lawrence Class Teaching Assistant and Lunchtime Supervisor  
Mrs Sarah Bennett – St Francis Class Teaching Assistant and Lunchtime Supervisor  
Mrs Rachel Murphy – Additional Teaching Assistant  
Mr Steve Paginton – Additional Teaching Assistant  
Mrs Elaine Pearce – School Business Manager  
Mrs Linda Byrne – Office Administrator  
Mrs Nicola Kershaw – Office Administrator  
Mrs Mel Weeks – Lunchtime Supervisor  
Miss Faye Cook – Lunchtime Supervisor  
Mr Isaac Owen – Lunchtime Supervisor  
Mrs Sharon Rexworthy – Catering  
Mrs Nicky Barnett – Catering

Our current members of the governing body are:

Mrs Nuala Oughton – Chair & Foundation Governor  
Mrs Rachel Copeland – Vice Chair & Parent Governor  
Mr Colin Kershaw – Local Authority Governor  
Mrs Theresa Adams – Foundation Governor  
Deacon Steve Boughton – Foundation Governor  
Mrs Louise Talkowski – Foundation Governor  
Mr Gregory Fauvarque – Foundation Governor  
Mr Matthew Pardo – Foundation Governor  
Mrs Janine Birkin-Hewitt – Foundation Governor  
Mrs Rachel Copeland – Parent Governor  
Mr Steve Croft – Parent Governor  
Mrs Elaine Pearce – Associate Governor  
Mrs Ann Wood – Acting Head Teacher  
Mr John Dawson – Staff Governor  
Mrs Nicki Warne – Clerk



**“Staff at the school have also supported me, both as a single parent and as a student with a dream of working in Education myself... I have also benefited from being able to access the school’s parent support worker. She has helped me handle difficult situations in my private life.”** Candy Jones lives in Malmesbury with her children, Jake, aged seventeen, Emily, aged thirteen, Isabelle, aged eight, and Finley, aged five.

# Term Dates 2019/20



<b>Term 1 2019</b>	Monday 02/09/19	Friday 18/10/19	Thursday 24/10/19 – Friday 01/11/19
<b>Term 2 2019</b>	Monday 04/11/19	Friday 20/12/19	Monday 23/12/19 – Friday 03/01/20
<b>Term 3 2020</b>	Monday 06/01/20	Friday 14/02/20	Monday 17/02/20 – Friday 21/02/20
<b>Term 4 2020</b>	Monday 26/02/20	Friday 03/04/20	Monday 06/04/20 – Monday 17/04/20
<b>Term 5 2020</b>	Monday 20/04/20	Friday 22/05/20	Monday 25/05/20 – Friday 29/05/20
<b>Term 6 2020</b>	Monday 01/06/20	Wednesday 22/07/20	Thursday 23/07/20 – Monday 31/08/20

## Training Days

21st October 2019  
 22nd October 2019  
 23rd October 2019  
 24th February 2020  
 25th February 2020

## Happy and dedicated

St Joseph's is a happy school with hard working and dedicated staff that are committed to developing each child's full academic and spiritual potential. We all recognise that our purpose is to provide the very best quality learning experience for each child within a secure and happy environment where mutual respect is paramount.

## We aim to...

- Provide children with opportunities to excel in all areas in an environment where they feel loved and developed as individuals.
- Celebrate achievements in all aspects of the children's work.
- Be committed to a high standard of teaching.
- To develop well rounded individuals, who are confident, independent learners, secure in their own talents and skills.
- Recognise that children have a right to achieve, irrespective of their academic or social ability, to be creative in their lives and to find fun in learning.
- Act as good role models, emphasising respect and kindness – working towards common goals with a commitment to our own continuing professional development.

The children at St Joseph's School will be noted for being happy, confident, motivated, well behaved, smart and caring and as such will be a respected part of the community.

**"St Joseph's is very much a family school. The children respect the teachers and there is good discipline throughout the school. Although we are not Catholics we have been made to feel very welcome by everyone at the school. It is a good environment for them to be educated in and I am pleased they are getting the benefits of being at a faith school." Sophie and Paul McCarthy live in Malmesbury with their sons, Ciaren, aged eight, and Ewan, aged six.**



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